

Career and Technical Education New Program Approval Process

Submit a completed Program Design Document with attachments that provide the following information:

- Detailed description of the program and student outcomes;
- Identification of high skill and high wage or high demand occupational focus;
- Curricular connections with 9th and 10th grade and postsecondary;
- Date that the Regional Advisory Board approved the program;
- The CIP code and the name of the pre-existing state approved competency list (http://education.vermont.gov/new/html/pgm_teched/programs/competencies.html)
- Verification that the program's teacher is qualified and appropriately endorsed (provide a copy of license);
- Names of the program's advisory committee members and their business and/or organization affiliation;
- The proposed technical skill assessment instrument(s), industry credential(s) and/or post-secondary articulations that the program offers or to which it leads;
- Identification of academic learning standards, aligned to VT DOE Grade Expectations
- If there is an existing competency list aligned with the cluster/pathway and program design, identify the name of the competency list. If there is not an existing competency list, attach the document and list the learning standards in the Program Design document.

Send completed document and attachments to:

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Department of Education
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